

**EMAIL 1: Grantee survey advance email**

Subject: Family and Youth Services Bureau (FYSB) grantee COVID survey



Dear [GranteeContact\_FirstName1 and GranteeContact\_FirstName2],

We understand these past several months have brought about many challenges, and we appreciate and applaud your continued efforts to serve youth in your community in these unprecedented times.

We are contacting you on behalf of the Family and Youth Services Bureau (FYSB), within the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services, to let you know about an upcoming brief survey to assess the impact of COVID on your implementation plans for Fall 2020. FYSB has contracted with Mathematica to conduct a survey to gather information on how the COVID pandemic has affected the ability of FYSB grantees to complete project activities and to inform FYSB guidance.

We understand you have recently or are currently submitting performance measures data, including items related to COVID-19. **These questions are separate from the COVID items asked in the PREP and SRAE performance measures.** This survey is designed specifically to provide FYSB with information to better assist grantees in the upcoming months, and survey participation is voluntary.

Survey responses will be linked only to the reporting grantee and not to any individuals who complete the survey. In addition, Mathematica may share with FYSB the survey responses, and FYSB may, in turn, share this data with another FYSB contractor that supports the grant program.

In the next few days we will send you an email with an invitation to complete the brief, 15-minute web survey along with your grant-specific URL to access the web survey. We are asking grantees to complete the survey by [DATE]. We appreciate your timely response to the survey so that FYSB can quickly incorporate the responses into guidance for grantees. The survey should be completed by someone who is familiar with program activities across all sites and how sites have been impacted by COVID, such as a Project Director or Main Point of Contact for the grant. If that person is not available to complete the survey by [DATE] we recommend designating someone else who can complete the survey by the due date.

[IF flag for multiple grants =1:]

**[Grantees who have more than one grant will be asked to complete a survey for each grant. You will receive an email invitation with unique login information for each grant.]**

If you have any questions about the upcoming survey, please do not hesitate to contact us at [covidsurvey@mathematica-mpr.com](mailto:covidsurvey@mathematica-mpr.com) or 844-919-0173. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda', is positioned below the 'Sincerely,' text.

Melissa Thomas  
Survey Director, Mathematica